



Performance Management Awards Program

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This briefing is



Agenda

- **References**
- **FY 18 Schedule**
- **Types of Awards**
- **Supervisor Responsibilities**
- **Exercise**



What do you think are the Top 3 Things that motivate employees at work?



- 1. Recognition and appreciation for a job well done**
- 2. More authority to do their jobs**
- 3. Greater flexibility and autonomy at work**



References

- **CNGBI 1400.25 Vol 451**
- **Hawaii Supplement to TPR 451 (JUN 2018)**



FY18 Schedule (Tentative)

FY19 HING Technician Awards Program

- **1st Quarter Award Board Packets Due 30 November 2018**
- **1st Quarter Review Board and Notice, 13 December 2018**



Types of Awards



- **Honorary Awards**
- **Suggestion and Invention Awards**
- **Special Act/Service Awards**
- **Performance Awards**
- **Service Awards**



Honorary Awards

Hawaii National Guard Level:

- Certificates of Achievement
- Letters of Appreciation or Commendation

NGB Level:

- Presidents Award for Distinguished Federal Civilian Service
- Meritorious Civilian Service Award
- Secretary of Defense Award for Outstanding Public Service
- Decoration for Distinguished Civilian Service

For a listing of other Federal awards, please visit:

<https://www.opm.gov/policy-data-oversight/performance-management/awards-list/>



SUGGESTION AND INVENTION AWARDS



- AIP – Army Suggestion Program

<https://asp.hqda.pentagon.mil/public/default.htm>

**Currently suspended until further notice*

- API – Airmen Powered by Innovation

<https://ipds.afpc.randolph.af.mil> or for more information, go to <https://my.af.mil> and enter “API” into search window



SPECIAL ACT / SERVICE AWARDS

- **Time-Off Award for Special Act/Service**
- **On-The Spot Cash Awards/ Special Act / Special Service Cash Award**
 - **Based on an accomplishment**
 - **Can be for accomplishments on a specific date, or a specified timeframe**
 - **Submit on NGB 32 with remarks describing the special act or service along with all related supporting documentation.**
 - **Can be given in addition to Performance Awards**
 - **i.e. (QSI, SSP, TOA for Performance)**



SPECIAL ACT / SERVICE AWARDS (Time-Off)



- **All technicians are eligible**
 - **Temp tech appointment must exceed 180 days in order receive award**
- **Will have a Table in the Hawaii Supplement to TPR 451 to identify an appropriate level of time off**
- **Maximum of 40 hours per award and 80 hours per leave year**



SPECIAL ACT / SERVICE AWARDS (On-the-Spot)



- **All technicians are eligible**
- **Will have Tables in the Hawaii Supplement to TPR 451 to determine appropriate level of award - can be awarded for either tangible or intangible benefits**
- **On-the-Spot & Special Act/ Service awards amount range will be determined**
- **Cash awards are taxable income**



PERFORMANCE AWARDS



- **Time Off Award for Performance**
- **Sustained Superior Performance**
- **Quality Step Increase**
 - **Based on the employee's Record of Rating for the most recent appraisal (not to exceed 1 year)**
 - **Submit on NGB 32 and attach Performance Appraisal**
 - **Only one Performance Award can be given for a specific appraisal period**



Time-Off Award For Performance

- **Only Permanent and Indefinite technicians are eligible**
- **Will have a Table in the Hawaii Supplement to TPR 451 to identify an appropriate level of time off based on record of rating**
- **Maximum of 40 hours per award and 80 hours per leave year**



Sustained Superior Performance

- **Only Permanent and Indefinite technicians are eligible**
- **Will have a Table in the Supplement to TPR 451 to identify an appropriate award amount**
- **A minimum of 52-weeks of continuous performance in the same grade and position (promotions or transfers to other positions will disqualify an employee from being eligible)**
 - **Leave without pay (LWOP) or Absent-US in excess of 30-days does not count towards the 52-week requirement**
- **If an employee has already received cumulative Time Off Awards for 40 hours or more for same appraisal period, they are disqualified from receiving an SSP**
- **NGB 32 must be signed by the 1st and 2nd level supervisors, the director / group commander, and must be approved and signed by HRO**



Quality Step Increase (QSI)

- **Only GS Permanent and Indefinite technicians are eligible**
- **Must receive a rating of record of level 5**
- **Below Step 10**
- **Demonstrated high quality performance**
- **Be aware of when the employee's next regular step increase is due**



Quality Step Increase (QSI) cont.

- **If an employee has already received cumulative Time Off Awards for 40 hours or more for same appraisal period, they are disqualified from receiving a QSI**
- **A minimum of 52-weeks of continuous performance in the same grade and position (promotions or transfers to other positions will disqualify an employee from being eligible)**
 - **Leave without pay (LWOP) or Absent-US in excess of 30-days does not count towards the 52-week requirement**
- **NGB 32 must be signed by the 1st and 2nd level supervisors, the director / group commander, and must be approved and signed by HRO**



Length of Service Awards

- **Once an employee reaches 10 years of service as a technician, they become eligible**
- **Awarded in 5-year increments after 20 year tenure**
- **Each technician will receive a certificate of service and service pin**



Supervisory Responsibilities

Determine the appropriate awards for your employees

- **Think about long-term strategy vs short-term satisfaction**
 - **A new employee is usually in a learning phase for the first year of a new position**
 - **A new-hire receives automatic step increases for the first few years**
 - **A Time-Off award may be more beneficial to a new employee**
- **Intent of the Awards Program: to motivate for increased productivity, efficiency and economy to drive overall improvement operations**
 - **Cannot be used to recognize work done in a military status**
 - **Cannot be used to provide additional compensation for it's own sake**
 - **Awards other than honorary will not be processed for technicians whose retirement has been finalized**



Supervisory Responsibilities

- **Ensure timely submission of award RPAs**
- **Provide all supporting documentations**
- **Exercise care in considering recognition**
- **Be thorough on the appraisal – take the award into consideration when writing the appraisal**



Supervisory Responsibilities



DCPDS NOAC

840 - Individual Cash Award

846 - Individual Time Off Award

847 - Group Time Off Award

892 – Irregular Perf Pay (QSI)



Exercise





Scenario 1

You are Annie Kine's immediate supervisor and you want to submit a request to give her an award for creating a packet for OWCP. The packet she created was initially to help her remember exactly what she needs to be done if someone was hurt on-the-job. After realizing how helpful the packet was, she began to share it with other supervisors and eventually with the Human Resources Office. On June 2, 2018 HRO decided to start giving that packet out at the supervisor's course, and it is now used throughout the state.

**Would this award be for performance, or for a specific act?
Specific Act (Cash or Time Off)**

- **Additional Information for Annie:**
- **Address: 123 Military Lane, Honolulu, HI 96816**
- **Present Position: (Indef) Human Resources Assistant**
- **Grade & Step: GS 07-02**
- **Salary: \$39,052.00/yr**



Scenario 2

You are Jimmy Smith's immediate supervisor and appraisals have just been completed. You want to submit a request to give him an award for his excellent performance during the last appraisal period. Jimmy received a rating of 5 on his annual appraisal. The office experienced an unusual amount of turnover in personnel throughout the year and Jimmy was always willing to pick up additional duties to cover an empty position until it was filled. Jimmy also played a large part in training new employees who filled those positions. Jimmy voluntarily stayed late at the shop many times throughout the year to ensure the shop did not fall behind while short-staffed, resulting in earning over 50 hours of compensatory time.

Would this award be for performance, or for a specific act?

Performance (SSP) Cash

- **Additional information for Jimmy:**
- **Address: 500 Soldier Lane, Kapolei, HI 96707**
- **Present Position: (Perm) Surface Maintenance Repairer**
- **Grade & Step: WG 08-04**
- **Salary: \$24.13/hr**



Scenario 3



You are Sam More's immediate supervisor and you want to submit a request to give him an award for passing a tough inspection on June 15, 2018. Sam was just hired this past April and has never gone through any type of inspection before. He played a primary role in making sure equipment and documentation were ready for the inspection for months in advance. You want to award him for not only the great end-results of the inspection, but also for his willingness to learn quickly what needed to be done to prepare.

**Would this award be for performance, or for a specific act?
Specific Act (Time-Off Service Award)**

- **Additional information for :**
- **Address: 432 Troop Drive, Aiea, HI 96701**
- **Present Position: (Temp) Supply Technician**
- **Grade & Step: GS 06-01**



Questions

